As necessary to ensure institutional compliance with SACS-COC Principles of Accreditation, the Compliance Review Board will be added into the hiring process when (a) a Search Committee forwards a candidate that does not meet the minimum faculty credentials to the President or (b) a Division Chair/Director requests that an exception to minimum credentials be made for an adjunct faculty appointment.

**Full-Time Hiring Process:**

1. A Personnel Requisition is completed and signed by all required parties, clearly stating minimum credential requirements as identified on the Faculty Credential Matrix and verified by the requesting department and Personnel Services.
2. The position is advertised (if needed).
3. A search committee is formed and a chair named.
4. After the deadline to begin reviewing applications has passed, Personnel Services reviews applications, processes employment verification forms (if needed) and all applications are made available to the search committee.
5. If there are candidates in the applicant pool who do not meet the minimum credential requirements, the search committee chair is alerted by Personnel Services.
6. Search Committee completes its work and (if a candidate not meeting minimum credential requirements is to be forwarded) reviews position-related licenses, certificates, and completed employment verification forms and documents exceptions to minimum credentials before forwarding finalists to the Personnel Services and the President.
7. President alerts the Compliance Review Board Chair if a review of the search committee’s recommendation for an exception to minimum credential requirements is needed.
8. Compliance Review Board (a) completes confidentiality statements, (b) reviews applicant credentials, position-related licenses, certificates, and completed employment verification forms, (c) makes determinations, and (d) forwards recommendation(s) to the President.
9. President reviews recommendation and alerts Director or Division Chair and Personnel Services as to the final determination of the request for an exception to Minimum Faculty Credentials.
10. The selection process continues with second interviews.
11. The final stages of the hiring process are conducted by Personnel Services.

**Adjunct Hiring Process:**

1. Minimum credential requirements as identified on the Faculty Credential Matrix are verified.
2. Personnel Services reviews adjunct faculty applications, processes employment verification forms (if needed) and forwards all applications to the appropriate Division Chair as applications arrive.
3. If a candidate under consideration by the Division Chair does not meet the minimum faculty credential requirements, the appropriate Director or Division Chair calls a Credential Review Committee together to review position-related licenses, certificates, and completed employment verification forms and documents exceptions to minimum credentials.
4. If an exception is recommended, notification is sent to the President Personnel Services that an exception to minimum faculty credentials is being requested.
6. The Compliance Review Board Chair is alerted by the President and a meeting is called at the first possible opportunity.

7. Compliance Review Board (a) completes confidentiality statements, (b) reviews applicant credentials, position-related licenses, certificates, and completed employment verification forms, (c) makes determinations, and (d) forwards recommendation(s) to the President.

8. President reviews recommendation and alerts Director or Division Chair and Personnel Services as to the final determination of the request for an exception to Minimum Faculty Credentials.

Expanding Teaching Responsibilities of Currently Employed Instructors

1. An instructor that will have teaching responsibilities expanded to instruct a course outside already-approved courses must be approved by the appropriate Division Chairperson.

2. Division Chairperson notifies the respective Instructional Director of the intent to place the individual on the upcoming schedule. The Division Chairperson provides documentation to support the expanded teaching responsibilities. The Division Chairperson may convene a credential review committee to assist in the decision.
   2a. If the Director agrees with the Division Chairperson, the instructor is placed on the schedule. The President is notified of the decision along with a copy of the documentation.
   2b. If the Director disagrees with the Division Chairperson, the instructor is not placed on the schedule. The President is notified of the decision along with a copy of the documentation.

3. The Compliance Review Board Chair is alerted by the President and a meeting is called at the first possible opportunity.

4. The Compliance Review Board (a) completes confidentiality statements (b) reviews applicant credentials, position-related licenses, certificates, and completed employment verification forms, (c) makes determinations, and (d) forwards recommendation to the President.

5. President reviews recommendation and alerts the Director, Division Chairperson and Personnel Services as to the final determination of the requestor expanding teaching responsibilities. Decision shall be finalized before the schedule is publicized.